

LEE PUBLIC LIBRARY
MINUTES OF THE TRUSTEES MEETING

Date: December 7, 2010

Time: 4:45 pm

Held at the Library

Present: Peg Dolan, Cynthia Giguere-Unrein, Annie Gasowski, Bruce Larson, Katrinka Pellecchia; Lisa Morin

Minutes of last meeting: Accepted.

Finances/ Treasurer's Report: Treasurer's report was accepted. As of 12/7, the operating budget was \$8115.07; the balance in the non-lapsing account was \$744.71; and there is \$4,178.03 in the Special Projects Fund.

Library Statistics: In November, circulation was 3245, a decrease of 188 from Nov; use of the public access computers was 152, a decrease of 166; wireless usage was 31, a decrease of 2. There were 121 checkouts of downloadable audio books – an increase of 22 (17 of these were e-books). Lisa will start including all usage of the library – program attendance, interlibrary loans, etc. in the Library Director's Report, since circulation figures alone do not adequately reflect library usage.

Library Director's Report. [Separate document, attached]

Old Business:

Town Center Steering Committee Update. The committee, which met on Nov. 18, agrees with the library trustees that forming a foundation that will be a 501(c)3 is necessary – although there was discussion over a name; and that hiring a fund-raising consultant will also necessary. At the Dec 2 meeting, Bob Smith discussed the CIP projections – which seem to delay the building of a new library until 2025.

Budget FY 2011-2012. Acting on the suggestion of the Advisory Budget Committee, Lisa obtained an estimate on new furniture from W.B. Mason -- which did result in a lower price, reducing the budget increase to 4.10%

New Business:

Karen Long, who is a member of the Advisory Budget Committee, met with the trustees to share her experiences with forming a 501(c)3.

Other. The trustees agreed to a work meeting on December 14 (4:45 pm, at Peg's home on Lamprey Lane) to discuss the Foundation, their scheduled meeting with the Board of Selectmen on Dec. 27 and the upcoming meeting with the Recreation Commission in January.

Public Hearing RSA 202-A:4c to accept donations

The board moved into public session to accept monetary donations of \$955.94 given to the library by Vivek and Julie Samnotra, Sid White, Catherine Barrows, Carolyn Storer and the Oyster River Parents and Preschoolers. The trustees accepted the donations as presented and agreed to allocate \$400 to the operating budget, which would enable the library to reduce the proposed FY 1011-12 budget to a 3.83% increase over the previous year. This allocation was unanimously approved.

The meeting adjourned at 6:30 pm. In addition to the work session, the next regularly scheduled trustee meeting will be Jan. 12 at 4:45 pm at the library.

Library Director's Report For Tuesday, December 7, 2010

Friends of the Lee Public Library

The Friends Holiday Concert on December 4th was well attended, with over 80 people enjoying the music provided by the Black Pudding Rovers.

Children's Seating Area

The seating area is almost complete; the new magazine rack, seating, table and area rug have all been installed. Volunteer Joanne Reed will be making valances to further define the area. Once these have been installed, a photo featuring a representative from the Library, the Friends, Oyster River Parents and Preschoolers and Joanne will be sent to Fosters.

Town Personnel Policy

Department Heads met on November 18 to review the Town's revised Personnel Policy and have compiled a list of questions/concerns that they will be sharing with the Board of Selectmen in the near future. The Library Director will not be signing the written statement, as the Library Board of Trustees has an Employment Policy specific to library staff.

Programs

14 people attended the Nov. 20 Pomander workshop

27 people attended the Holiday Graham Cracker House workshop. (Dec. 4)

2 people attended the Nov. 13 Coheco Valley Humane Society program

9 people attended the CPR workshop on Nov. 16

Students from the Lee Coop Nursery School visited the Library on Nov. 18 & 19

Other

Michelle represented the library at the Dec. 3 Safety Meeting

Michelle provided a weekly count of outgoing Interlibrary Loan items for the State Library. For the week of November 29, the library shipped out/returned 96 items on the State Library van.